



You're invited to the MILWAUKEE LABOR LAW CLINIC!

- December 1, 2004 (Wednesday)
- Radisson Hotel Milwaukee Airport
- 8:00 a.m. - 3:30 p.m.
- Milwaukee, WI

Here's what's on the program:

- 8:00 a.m. - Registration/Check-in
- 8:30 a.m. - *(sharp)* KICKOFF
- 8:45 a.m. - "Deciding Who Is Eligible for Unemployment Insurance Benefits" Gretchen Wendt
- 10:00 a.m. - *Break*
- 10:15 a.m. - "You Be the Unemployment Insurance Judge" William McKeown
- 11:45 a.m. - *Lunch*
- 12:30 p.m. - "How To Conduct A Labor Standards Law Self-Audit" Bob Anderson
- 1:45 p.m. - *Break*
- 2:00 p.m. - "Fair Employment of Persons With Disabilities" Georgina Taylor
- 3:15 p.m. - *Wrap-up, adjournment*

Time? Registration begins at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.

What's the cost? \$77 Substitutions allowed. **PRICE INCLUDES:** Juice, coffee, and rolls upon arrival, refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.

Site? Radisson Hotel Milwaukee Airport, 6331 South 13th Street, Milwaukee, WI (414) 764-1500

Here's how to register: Complete and return the form that appears below. Seating is limited, so early advance registration is recommended. No discounts allowed for multiple reservations, missed meals, etc.
Note: Last day for refunds or cancellations is November 26, 2004. Registrations not canceled by this date shall be subject to full payment of the registration fee. Contact IAWP at (414) 962-7223 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below.

PLEASE RESERVE _____ SEATS at the Milwaukee South Labor Law Clinic at \$77 each for a total of \$_____.
Make checks payable to: **IAWP**

Name(s) 1. _____ 3. _____
2. _____ 4. _____

Company/firm Name _____

St. Address (P.O. Box) _____

City _____ State _____ Zip _____ Phone _____

TO REGISTER: Mail this form together with payment to IAPES – Labor Law Clinic, 3926 N. Prospect Ave., Milwaukee, WI 53211, **OR**, FAX to IAWP at (414) 962-6946. **NOTE:** To ensure your registration is accepted, please send payment immediately.

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HERE'S WHAT WE'LL COVER!

8:45 a.m. “DECIDING WHO'S ELIGIBLE FOR UI BENEFITS” This topic provides an overview of the primary issues which can affect employee UI eligibility and employer liability. Among the topics discussed are discharges, quits, offers of work, work available, and how the terms “able to work” and “available for work” are defined by UI. This is an opportunity to ask, and get answers to, questions about how and why UI benefits are paid.

10:15 a.m. “YOU BE THE UNEMPLOYMENT INSURANCE JUDGE” This review of actual contested UI case summaries allows those in the audience to decide how they would rule if they were the Administrative Law Judge in these cases involving discharges, quits, suspensions due to physical conditions, and miscellaneous specialty areas. Cases chosen and session led by an experienced UI Administrative Law Judge.

12:30 p.m. “HOW TO CONDUCT A LABOR STANDARDS SELF-AUDIT” explains how employers can conduct a “self-audit” to assess their current compliance with various state labor standards laws. Includes information about the Labor Standards Bureau's wage claims process and audits, including potential penalties that can be assessed against employers. Other topics covered include an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefit, work rules and disciplinary action policies, when wages must be regularly paid and upon termination and deductions from wages and penalties.

2:00 p.m. “FAIR EMPLOYMENT OF PERSONS WITH DISABILITIES” Provides a summary of the main provisions of the Wisconsin Fair Employment Law relating to persons with disabilities. Discusses the law's requirements for “reasonable accommodation” for persons with disabilities and the interactive accommodation process. Identifies key differences between the WFEL and Title 1 of the Americans with Disabilities Act (ADA). Speakers use case law to illustrate concepts.

HERE ARE YOUR PRESENTERS!

GRETCHEN WENDT has been with the Unemployment Insurance Division since 1993. She has worked as an adjudicator and is currently employed by the division as a Disputed Claims Analyst. In that capacity she helps develop the laws and policies for Unemployment Insurance, trains and evaluates adjudicators, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. She is a 1992 graduate of the University of Wisconsin-Madison with a BA degree in Communication Arts - Radio, Television and Film.

WILLIAM D. MCKEOWN is an Unemployment Insurance Division Administrative Law Judge working out of DWD's Milwaukee Hearing office. He conducts formal hearings and issues written decisions covering eligibility for Unemployment Insurance and related issues. He has been with DWD since 1974. He is a 1970 graduate of John Carroll University, University Heights, Ohio with a B.A. in History. His law degree was received in 1973 from the Catholic University of America, Washington, D.C.

ROBERT ANDERSON has been with the Department since 1975 and had been the state's labor standards audit and wage claim section chief since 1978. He also has been an equal rights field investigator for two years. Currently, he is the Director of the Labor Standards Bureau of the Equal Rights Division. He is a 1970 graduate of the University of Wisconsin-Oshkosh.

GEORGINA TAYLOR is the Outreach and Education Coordinator for the Equal Rights Division. She previously supervised a team of equal rights officers in Madison, Menasha, and Eau Claire who investigate discrimination complaints and compliance with the state's civil rights statutes and administrative codes. Ms. Taylor has worked for several state agencies since 1976. She was a Job Service Specialist, a personnel specialist for the Wisconsin Departments of Employment Relations and Health and Social Services, and Civil Rights Office Director for the Department of Health and Social Services. A native of Argentina, Ms. Taylor taught Spanish and English as a second language before joining Wisconsin Civil Service.

IS THIS YOUR FIRST CLINIC?

THIS DAY LONG CLINIC will include speakers from the Unemployment Insurance and Equal Rights Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary. There will be ample opportunities to ask questions of the presenters, all of who are experts in the laws and programs of which they speak.

THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS).

A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at:

dwd.wisconsin.gov/laborlaw/

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